

**Application for Montgomery County  
Historic Preservation Tax Credit**

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

I. In accordance with Chapter 52, Article VI, of the Montgomery County Code, I request a credit to my County property taxes for the following work:

\_\_\_\_\_ Restoration and preservation work for a designated historic site or historic resource within a historic district: which was the subject of an approved Historic Area Work Permit (HAWP) and qualifies under Chapter 52, Article VI.

\_\_\_\_\_ Ordinary maintenance on a historic site or historic resource within a historic district where the amount expended exceeds \$1,000.

II. The property is listed in the Rockville Inventory of Historic Resources /Districts as:

Site name/ Historic District: \_\_\_\_\_

Address: \_\_\_\_\_

Property Tax Account: Number: \_\_\_\_\_

HDC application number (if applicable): \_\_\_\_\_

Building Permit Number (if applicable): \_\_\_\_\_

III. I have completed the Receipts Transmittal Form on the reverse and am forwarding all necessary receipts and photographs. \_\_\_\_\_ (check or initial)

**How to Apply for the Historic Preservation Tax Credit**

For projects completed and paid for during the previous year, file the tax credit application form and attachments with the Rockville Historic District Commission.

Complete both the application form and the Receipts Transmittal Form and return them together with documented receipts and clear, print photographs thoroughly showing the completed work. Please attach photographs to single sides of 8-1/2 " by 11" paper, labeling the photographs on the front. Proof of payment must be shown by receipts marked "Paid" or by canceled checks.

The receipts must be itemized so that eligible exterior expenses are clearly marked and separated from any non-eligible expenses. If your receipt shows one price for a project that also included interior work or new construction, have your contractor break down the eligible expenditures. Expenditures must be clearly listed on the Receipts Transmittal Form and keyed to the copies of the receipts.

Send To: City of Rockville Historic District Commission, 111 Maryland Avenue,

Rockville, MD 20850. APPLICATIONS SHOULD BE POSTMARKED BY APRIL 1.

## Receipts Transmittal Form to be submitted with Montgomery County Tax Credit Application

COPIES OF ALL BILLS, VOUCHERS, AND RECEIPTS IN SUPPORT OF THE APPLICATION CLAIM MUST BE ATTACHED TO THIS TRANSMITTAL, OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED.

Receipt #	License #	Name of Contractor/Supplier	Materials supplied/work done	Amount Paid
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I HEREBY CERTIFY that the attachments hereto are receipts for actual expenditures made in connection with the restoration or maintenance of the structure named on the application. I affirm that the facts and matters contained in this transmittal are true and correct to the best of my knowledge.

Owner/Applicant \_\_\_\_\_

Date \_\_\_\_\_